

# 811 PRA Procedural Requirements for Landlords

## **Vacant Unit Notifications**

Please make sure to notify SDHDA within 5 days of becoming aware of a vacancy at your property. We can pay vacancy claims for up to 60 days of vacancy, however, the claim period cannot start until the later of:

- 1) the date we receive the notification; or
- 2) the date the unit was ready to rent.

## **Verifications**

The verifications that you will receive from SDHDA with the “811 PRA Property Referral Form” should be used for your Initial Eligibility and Rent calculations, and retained in the Tenant File. Please do not ask the resident to provide these documents a second time. The verifications that we will provide to you include:

- 1) Verification of Disability (this qualifies them for the \$400 Elderly/Disabled Deduction)
- 2) Sex Offender Screening
- 3) Age Verification (this will generally be a state-issued photo ID)
- 4) Income Verification (this will generally be a Benefit Letter and/or check stubs)
- 5) EIV Existing Tenant Search (in the event that the owner/agent does not have EIV access yet)

You will still need to obtain verification of any Medical, Disability or Childcare expenses, as well as verification of any Assets the applicant may have. Medical/Disability/Childcare expenses will need to be verified each year if they are reported by the resident. Landlord will be responsible for income verification for the subsequent Annual Recertifications, as well as any Interims that may be necessary.

### **Optional (At This Time)**

**Fast Act** and **Income Streamlining** procedures may be utilized after the Initial/MI certification has been completed. Please contact Beth @ 605-773-2463 or [beth@sdhda.org](mailto:beth@sdhda.org) for additional information on these optional provisions.

## **Application Processing**

\* Once you have received the “811 PRA Unit Referral” from SDHDA, you should expect to hear from the applicant and/or their case worker within 3 business days. They must contact you to request an application packet within this timeframe. If you do not hear from them by the date specified in the “811 PRA Unit Referral” form, please notify Beth @ 605-773-2463 or [beth@sdhda.org](mailto:beth@sdhda.org).

\* Once you have provided them with an application, you should expect to receive it back within 10 business days. Again, if 10 days have passed and the application has not been returned to you, contact our office.

\* Once the application has been returned, a written notice of Acceptance or Denial must be sent to the applicant, their case worker, and to SDHDA within 10 business days from your receipt of the application package.

*\* The goal is to have less than 30 days from ‘Unit Referral’ to ‘Application Acceptance’, and then to allow up to an additional 30 days for the applicant to give proper notice at their current residence (if needed). The maximum vacancy claim period is 60 days, so adhering to these timeframes and notifying SDHDA is important in order to receive a vacancy claim payment.*